

## Tax Receipting & Financial Accountability

### Tax Receipting Guidelines?

A Safe Place can issue charitable tax receipts, upon request, in accordance with Canada Revenue Agency rules and regulations. For the most current information regarding tax receipting, refer to [www.cra.gc.ca/charities](http://www.cra.gc.ca/charities). Charitable tax receipts can be issued to individuals or organizations for financial donations, provided the donor has not received benefit such as product or other consideration for the gift. A Safe Place requires the following information to issue a tax receipt:

- Donor's first and last name
- Complete mailing address
- Donation amount
- Name and date of event
  - The total value of issued tax receipts cannot exceed the net proceeds of the event.
  - Tax receipts for donations of less than \$20 will only be issued upon request.

### What is not eligible for a receipt?

- Purchase of auction items, gaming/raffle tickets (such as 50/50s)
  - Purchase of goods or services
  - Donation of services or time
  - Donation of items with an advertising component
  - Corporate event sponsorships
- Items for which the proof of fair market value has not been provided.

A Safe Place, at its sole discretion, reserves the right to exclude other gifts from being eligible for tax receipts which do not meet our gift acceptance policies.

### How can we ensure financial accountability?

As a third-party organizer, fundraising on behalf of A Safe Place you are responsible for adhering to the following best practices when handling event's finances.

- Take time to build a budget that considers all event costs. Sponsorship and in-kind donations will cover some of these costs but often not all. A Safe Place can't cover out-of-pocket expenses. In most situations, A Safe Place also cannot cover the insurance, licensing, or permits for your event.
- To keep our costs down, please submit cash donations in the form of one cheque along with a copy of your event approval form, or a letter outlining the name and date of the event along with other relevant information. If you have requested individual receipts for donors, please ensure you provide a list containing all the required information. (see above)
- If there are pledge forms to submit, please attach one cheque for the total cash amount, donor's individual cheques (made payable to The Strathcona Shelter Society Ltd.), along with the completed pledge forms.

Please submit funds collected to The Strathcona Shelter Society within 30 days following the event. In the event this is not possible, contact A Safe Place.